


VACANCY NOTICE

#04-04

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: PERSONNEL AIDE	
	SALARY RANGE: (319A) \$30147-\$33486	CLASSIFICATION CODE: 02733100
	Labor & Training Personnel/Human Resources	REFERENCE POSITION NO.: 1 Position
	Department or Agency Name Division/Section/Unit	APPLICATION PERIOD: 02-23-04/02-27-04
General Information to Candidate	Assignment(s) / Comments	
	Shift and Days: 1st Shift (Monday - Friday)	Job Location: 1511 Pontiac Avenue Cranston, RI 02920
	Restrictions/Limitations: Article 11.7 of Labor Agreement with RIESA Local 401 will guide interview and selection process.	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Rhode Island Employment Security Alliance	
Statement of Duties	There is <input checked="" type="checkbox"/> is not <input type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations 	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
Minimum Education & Experience	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	Reasonable Accommodations:	
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
Where to Apply	Medical Information:	
	Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
DUTIES / RESPONSIBILITIES:		
To perform a variety of sub-professional duties in personnel and employee relations program of the Department of Labor and Training; and to do related work as required.		
EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:		
EDUCATION: Such as may have been gained through: graduation from a senior high school; and EXPERIENCE: Such as may have been gained through: employment in a responsible position in a personnel and employee relations program involving the preparation and processing of personnel actions forms and involving frequent contact with employees and officials relative to such personnel actions. OR , any combination of education of experience that shall be substantially equivalent to the above education and experience.		
Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:		
<div> Walter L. McGarry Human Resources 1511 Pontiac Avenue Cranston, RI 02920 </div> <div> Telephone #: 462-8840 TDD #: 462-8464 (Telecommunication Device for the Deaf) Fax #: 462-8849 </div> <div>  </div>		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER